



Natural Resources Conservation Service
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June 16, 2003

OKLAHOMA BULLETIN NO. OK320-3-1

SUBJECT: LEG – Legislative Protocol

Purpose: To provide guidance on protocol in contacts with congressional members and staff

Expiration Date: September 30, 2003

NRCS Chief, Bruce I. Knight, sent the attached memo to all employees on May 22, 2003, to provide guidance on contacts with congressional members and staff. It is imperative that all employees understand the protocol outlined in Chief Knight's memo.

Employees may be asked to provide information in writing, or verbally, by congressional members and/or staff. Written communication, outlined in items 2 and 5 of Chief Knight's memo, requires clearance through the Office of the Chief, Legislative Affairs (OOC-LA) staff, and must be routed through the State Conservationist for prior approval.

General contacts (per Item 6 of Chief Knight's memo) with congressional members and/or staff must be documented in writing. The documentation should then be forwarded to my office, with a courtesy copy to your immediate supervisor. I, in turn, will forward the information to the OOC-LA staff.

Your cooperation in following this protocol is vital in ensuring a consistent message between the NRCS and congressional members. Questions regarding these procedures should be directed to your supervisor.

A handwritten signature in black ink, appearing to read "M. Dominick", is written in a cursive style.

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AE